

**GUIDELINES FOR SUBMITTING PROPOSED AMENDMENTS
TO THE
RULES OF PRACTICE OF THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA**

Proposed amendments to the Rules of Practice for the District of Arizona may be submitted by any person or organization pursuant to Rule 1.18. The Rule provides for an annual amendment of the Court's rules to become effective on December 1.

Form of Submission

No specific form or format for submitting a proposed amendment is required. However, the attached non-mandatory cover sheet is available as a guide to assist in the development and description of the proposed amendment.

Deadline for Submission

Generally, a proposal for a change to become effective on December 1 must be submitted to the district court's Rules Committee by August 31 of the preceding year. Please specify if requesting that proposal be considered pursuant to Local Rule 1.18(c).

Place of Submission

An original and one copy of the proposed amendment should be submitted to the following address:

Clerk, U. S. District Court
Attn: Rules Committee
Sandra Day O'Connor U. S. Courthouse
401 W. Washington St., Ste 103, SPC-1
Phoenix, AZ 85003-2118

Notice

The Rules Committee will contact the originator of the proposed amendment to advise of any of the following circumstances:

- C Additional clarification or information necessary
- C Proposed amendment rejected
- C Action on proposed amendment deferred
- C Proposed amendment recommended to the court for consideration
- C Alteration of timing and procedure pursuant to Local Rule 1.18(c)(5)
- C Proposed amendment adopted, as submitted or modified by the Court

**PROPOSED AMENDMENT TO THE
RULES OF PRACTICE OF THE
UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA**

DATE: _____ (NOTE: For 12/1 publication, submission must be received before 8/31 of *preceding* year. Please specify if requesting submission be considered pursuant to Local Rule 1.18(c).)

TO: Clerk, U. S. District Court
Attn: Rules Committee
Sandra Day O'Connor U. S. Courthouse
401 W. Washington, Ste. 130, SPC-1
Phoenix, AZ 85003-2118

FROM: _____
(Signature)

(Print Name(s) of Person(s)/Organization(s) Submitting Proposed Amendment)

(Street Address, City, State, Zip Code)

(Telephone Number)

SUBJECT: PROPOSED AMENDMENT TO RULES OF PRACTICE

Pursuant to Local Rule 1.18, the attached proposed amendment is submitted for the Advisory Committee and the Court's consideration. The proposal contains the following information:

T CHECK ALL THAT APPLY

_____ A double-spaced draft of the proposed amended rule, including the Rule Number and Name

_____ Statement(s) of the grounds for the amendment

_____ Supporting documentation (not to exceed 15 pages)

I understand that I may be asked to provide additional information to assist the Committee and the Court in their review of this proposal.